**ADMIN ASSISTANT WITH GRAPHIC DESIGN**

**PERSONAL SPECIFICATION**

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| **Specification:** | **Essential (E) /Desirable (D)** | **Gathered from; Application (A), Interview (I), Test (T)** |
| **Qualifications:**GCSE (or equivalent) English Grade C or aboveBTEC (or equivalent) in an appropriate administrative subject | ED | AA |
| **Experience:**Good typing skillsMinimum of 2 years working in an office environmentExperience working in a school Ability to use Microsoft Word and Excel to intermediate level, for example mail merging Good proof reading skillsAbility to use Publisher and InDesign | EEDEEE | TAAA / TA/TA |
| **Personal Attributes:**High attention to detailUnderstands confidentialityClear and effective communicatorCompleter finisher | EEE E | I / TI / TII / T |